

# Glenn Research Center, Environmental Programs Manual

## Chapter 22 - ACQUISITION OF HAZARDOUS CHEMICALS AND MATERIALS

**NOTE:** The current version of this Chapter is maintained and approved by the Environmental Management Office (EMO). The last revision date of this chapter is September 2004. If you are referencing paper copies, please verify that it is the most current version before use. The current version is maintained on the Glenn Research Center intranet at <http://osat-ext.grc.nasa.gov/emo/pub/epm/epm-contents.pdf>. Approved by: EMO Chief, Michael Blotzer {mailto:Michael.J.Blotzer@nasa.gov}.

### PURPOSE

This chapter sets forth the policy and procedures for the acquisition of hazardous chemicals and describes the functions, responsibilities and authority for the purchasing, processing, receiving, controlling and shipping of hazardous chemicals. These procedures are intended to provide for the acquisition of toxic, radioactive, flammable, corrosive, or otherwise hazardous chemicals and for the initiation of proper review and approval considerations for their safe use. A hazardous chemical, as defined by the Occupational Safety and Health Administration (OSHA), is any material that because its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. This can include chemicals used for research, production, maintenance, and janitorial work. It is the Center's responsibility to see that all hazardous chemicals are managed properly.

This chapter conforms to the Glenn Research Center's Environmental Management System (GRC EMS) as defined in Chapter 1 of the Environmental Programs Manual. This chapter supports the GRC Environmental Policy, which promotes pollution prevention, regulatory compliance and continuous improvement.

### APPLICABILITY

The provisions of this part are applicable to all operations at Lewis Field and Plum Brook Station. This includes all civil servants, support service contracts and any other tenant organization employees.

### POLICY

It is GRC policy to assure the safe handling, receipt, control, and shipment of hazardous chemicals, in order to protect the requester, user, transporter, shipper, and the environment from an accidental exposure to a hazardous chemical.

### AUTHORITIES

- Title 40 Code of Federal Regulations (CFR), Protection of the Environment, Parts 260-265
- Title 49 CFR, Transportation, Parts 100-177, Hazardous Materials Regulations
- Public Law 94-469, Toxic Substances Control Act
- Federal Standard 313A, Material Safety Data Sheets, Preparation and Submission of NSS 1740.7, Safety Standard for Handlers of Hazardous Materials
- Title 29 CFR 1910.1200, Hazard Communication
- Title 29 CFR 1960 Basic Program Elements for Federal Occupational Safety and Health
- Title 40 CFR 355, Emergency Planning and Notification
- Title 40 CFR 370, Hazardous Chemical Reporting; Community Right-To-Know
- Title 40 CFR 372, Toxic Chemical Release Reporting; Community Right-To-Know.

### RESPONSIBILITIES

#### Requestor

- Checks the availability from the Center's inventories, such as Stock or Chemical Management System, before requesting the purchase of hazardous chemicals.

- Consults with safety, environment, industrial hygiene, health, chemical management, security, and specialists to ensure that the request contains necessary supporting information. This information may include Safe Handling and Use Guides, Material Safety Data Sheets (MSDSs), and special handling precautions as directed by the Glenn Safety Office (GSO) and Chemical Management Team (CMT).
- Prepares a complete, legible, and accurate technical package if needed, in conjunction with the Purchase Request. Prepare a Purchase Request using the GRC Integrated Financial Management (IFM) Program. For all hazardous chemical purchases, the requestor must select “NASA Hazardous PR” from the drop down PR selection box in the “Create Purchase Requisition” screen of the IFM Program. Next, the requestor must designate “CCA” in the Purchasing Group column and “68” in the Material Group column. These steps identify the requisition as a hazardous chemical purchase and will route the requisition through the PR Release Strategy. Bank cards are not to be used for any chemical/hazardous material purchase. Exceptions must be pre-reviewed per the procedure established by the Simplified Acquisition Strategy and Analysis (SASA) Team and located at [http://www.grc.nasa.gov/WWW/Purchase/haz\\_chem.html](http://www.grc.nasa.gov/WWW/Purchase/haz_chem.html).

#### Glenn Safety Office

- In conjunction with the appropriate area safety committee, the Chemical Management Team and the Waste Management Team, assures the safe use, handling, storage, and disposal of hazardous chemicals.
- Coordinates any difficult or unusual circumstances that may arise in the handling of hazardous chemicals with all appropriate parties. Assists in the development of a hazard analysis of procedures if required.
- Reviews hazardous chemical use work areas to ensure that all appropriate safety procedures and personal protective equipment are in place to minimize employee and property risk and that the hazardous chemicals can be used safely in the designated area.

#### Chemical Management Team

- Reviews for release all hazardous chemical PRs and evaluates the hazard potential of each hazardous chemical being purchased. Ensures designation on the PR that the vendor, for each hazardous chemical being purchased, supply an MSDS.
- Maintains the central MSDS files and posts MSDSs to the GRC internal web page.
- Provides technical advice for the safe use, handling, storage, and disposal of hazardous chemicals.
- Maintains the NASA GRC Chemical Management System that tracks all chemical inventories.
- Notifies the appropriate organization of any unusual circumstances.
- Assists researchers in writing of MSDS for any hazardous chemical created.

#### Logistics and Technical Information Division

- Reviews purchase requests for accuracy, justification, and proper approvals and executes contracts or purchase orders for acquisition of hazardous chemicals. Ensures designation on the IFM generated PR that the vendor for each hazardous chemical being purchased, supply an MSDS.
- Ensures that vendors properly describe, package, mark, and label the items being purchased in accordance with Title 49 CFR, Department of Transportation and Title 29, OSHA.
- Inspects all packages containing hazardous chemicals for breakage or leakage and reports any leaking packages by calling 911 (from an internal phone at either Lewis Field or Plum Brook Station).
- Ensures that required MSDSs have been submitted by the vendor for each item identified as a hazardous chemical and holds all hazardous chemicals in temporary storage when an MSDS has not been received or is not on file with CMT. If an MSDS is not received after several requests to the supplier, the chemical will be returned to the supplier. Sends Material Safety Data Sheet(s) to the requestor and CMT when received.
- Designates on Purchase Orders that deliveries of hazardous chemicals ordered through IFM must be directed to Building 212 for proper receiving inspection and bar-coding for inventory tracking.
- Responsible for proper packaging, labeling and shipping of any hazardous chemical from Lewis Field.

#### Building Managers

Maintain awareness of all potentially hazardous activities within their assigned facilities that require the safe use, handling, storage, and disposal of hazardous chemicals and hazardous wastes.

## RELATED CHAPTERS

Chapter 20, Emergency Planning and Community Right-to-Know  
Chapter 23, Hazard Communication Policy  
HAZCOM Program

## RECORDS

- Purchase Requests, maintained in the Integrated Financial Management (IFM) Program.

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